



Financial Assistance Award

DENALI COMMISSION

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Anchorage, Alaska 99501
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www.denali.gov

Project Number

0077-DC-2002-T1

Project Title

FY 02 Denali Training Fund

Performance Period

June 1, 2002 thru June 30, 2007

Recipient Name & Address

State of Alaska
Department of Labor and Workforce Development
PO Box 21149
Juneau, AK 99802
Phone: (907) 269-4551

Authority

112 Stat 1854

CFDA Number

90 100

**Denali Commission Finance
Officer Certification**

CCE

Cost Share Distribution Table

Accounting Code	Denali Commission	Other Contributors	Total
95670000	\$3,800,000		\$3,800,000
			\$0
			\$0
			\$0
Total	\$3,800,000	\$0	\$3,800,000

This Financial Assistance Award approved by the Federal Co-Chair of the Denali Commission is issued in triplicate and constitutes an obligation of federal funding. By signing the three documents, the Recipient agrees to comply with the Award provisions indicated below and attached. Upon acceptance by the Recipient, two signed Award documents shall be returned to the Federal Co-Chair of the Denali Commission and the Recipient shall retain the third document. If not signed and returned without modification by the Recipient within 30 days of receipt, the Federal Co-Chair may unilaterally terminate this Award.

- ☒ Special Award Conditions and Attachments
☐ Line Item Budget
☒ OMB Circular A-133, Audits of States, Local Governments and Indian Tribal Governments
(www.whitehouse.gov/OMB/circulars/a133/a133.html)

Administrative Requirements (check one)

- ☒ 15 CFR 24, Uniform Admin Requirements for Grants/Cooperative Agreements to State and Local Governments
(www.access.gpo.gov/nara/cfr/waisidx_99/15cfr24_99.html)
☐ 15 CFR, Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations
(www.access.gpo.gov/nara/cfr/waisidx_99/15cfr14_99.html)

Cost Principles (check one)

- ☒ OMB Circular A-87, Cost Principles for State and Local Governments and Indian Tribal Governments
(www.whitehouse.gov/OMB/circulars/a087/a087-all.html)
☐ OMB Circular A-122, Cost Principles for Nonprofit Organizations
(www.whitehouse.gov/OMB/circulars/a122/a122.html)
☐ OMB Circular A-21, Cost Principles for Educational Institutions
(www.whitehouse.gov/OMB/circulars/a021/a021.html)
☐ 48 CFR 31.2, Contracts with Commercial Organizations

Signature of Authorized Official - Denali Commission**Typed Name and Title**

Jeffrey B. Staser, Federal Co-Chair

Date

6/6/02

Signature of Authorized Official**Typed Name and Title**

Ed Flanagan, Commissioner

Date

6/19/02

**AWARD CONDITIONS TO THE FINANCIAL ASSISTANCE AWARD
BETWEEN THE DENALI COMMISSION AND STATE OF ALASKA DEPARTMENT
OF LABOR AND WORKFORCE DEVELOPMENT
FOR THE DENALI TRAINING FUND**

JUNE 2002

Project No. 0077-DC-2002-T1

1. Scope of Work

This document establishes the Scope of Work for the financial assistance award made by the Denali Commission (hereinafter referred to as the Commission) to the State of Alaska Department of Labor and Workforce Development (hereinafter referred to as the DOL).

The Denali Training Fund (hereinafter referred to as the Fund) will be used by the DOL to provide grants to Alaskan communities and organizations for training activities that complement infrastructure projects funded by the Commission in Alaska. Projects awarded under the Fund will primarily support projects involved in the Commission's themes of energy and health care infrastructure.

In managing the Fund, the DOL shall establish two general categories. One category shall be Denali Project Specific Training, and shall include projects that directly support the training and employment needs of Commission funded projects. The second category will be the Community Builders Program, which includes providing assistance for training and employment needs for any infrastructure related projects in rural Alaska. In making awards to sub-recipients, the DOL will give priority to applications received under the Denali Project Specific Training category.

The DOL will, at a minimum, undertake the activities described in the following sections for the implementation and administration of the Fund.

- The DOL will continue providing appropriate financial assistance documents and forms to be used in distributing money from the Fund to sub-recipients.
- The DOL will continue to provide appropriate notice of the availability of the Fund and will establish procedures by which organizations may apply for a financial assistance award. This will include the establishment of appropriate criteria for determining whether or not an entity is eligible for assistance and whether or not the assistance should be provided.
- In making awards from the Fund, the DOL will notify the Commission Project Officer of the intent to award to all sub-recipients. Notices of award will be issued three working days after notification to the Project Officer unless otherwise notified by the Project Officer.
- On a quarterly basis and possibly more often as application warrant the DOL will receive and review financial assistance applications and will make awards of funds. Any

financial assistance application greater than \$25,000 must be approved for funding by the Denali Commission Project Officer.

- The DOL will negotiate appropriate terms and conditions of the financial assistance awards with the successful applicants. This shall include a performance based financial assistance award that establishes milestones that must be met for continued funding. The DOL is directed to deny funding requests on any award recipient that does not meet milestones and/or expectations. Awards also shall include specification of the scope of work, project budget, timeframes, and expected outcomes. The DOL and the successful applicants will execute Agreements in a timely manner. The DOL will, as necessary or as requested, negotiate and execute amendments to the grant scope of work, timeframes and expected outcomes. Any increases in grant budget amounts require approval of the Denali Commission Project Officer if the increase would put the project total over \$25,000.
- Periodic progress and financial reports on the use of the funds will be required by the DOL for all sub-recipients. The DOL will receive, review and approve the reports. This information will be summarized in the quarterly reports the DOL makes to the Denali Commission.
- The DOL will monitor the progress of the various sub-recipients through general oversight activities. The DOL will also monitor the success of various sub-recipients through DOL established outcome measures for each financial assistance sub-recipient. This may also include on-site review and evaluation of the sub-recipient. Additionally, the DOL, to the extent possible, will coordinate with other Denali Commission funded organizations to seek their assistance in sub-recipient oversight and evaluation.
- In consultation with the Denali Commission, the DOL will establish expected outcomes and performance standards for the various projects. In addition, the DOL shall maintain a Management Information System to track the training and employment outcomes. The performance measurements may include the following:
 - the percent of former participants who have a job one year after leaving the training program;
 - the median wage of former participants seven to 12 months after leaving the training;
 - the percentage of former participants who were employed after leaving the training program who received training under the program that was related to their jobs or somewhat related to their jobs seven to 12 months after leaving the training program;
 - the percent of former participants of a training program who indicate they were satisfied with or somewhat satisfied with the overall quality of the training program; and,
 - the percent of employers who indicate they were satisfied with the quality of work of new employees who had recently completed the training program.

- The DOL will close-out the agreements with sub-recipients within 75 days of their completion or, if necessary, when the sub-recipient's performance or other activities are contrary to the intended purposes of the award. The DOL will receive, review and approve final progress and financial reports. The DOL will return any unexpended and uncommitted award money to the Fund for future successful applicants.

2. Award Performance Period

The Award performance period is June 1, 2002 through June 30, 2007. This is the period during which Award recipients can incur obligations or costs against this Award.

3. Direct and Indirect Costs

BUDGET CATEGORY	Sub-Amount	Amount
DOL BUDGET		
Program Budget		
Personal Services	\$105,000	
Travel	\$20,000	
Contractual	\$20,000	
Supplies	\$3,000	
Equipment	\$2,000	
Sub-Total	\$150,000	
Administration Budget		
Personal Services	\$90,000	
Travel	\$5,000	
Contractual	\$33,000	
Supplies	\$1,000	
Equipment	\$2,000	
Indirect Costs	\$19,000	
Sub-Total	\$105,000	
DOL Sub-Total		\$300,000
DESIGNATED GRANTS		
Alaska Works Partnership	\$250,000	
Alaska Native Coalition on Employment and Training	\$200,000	

Designated Grant Sub-Total	\$450,000
DENALI TRAINING FUND BALANCE AVAILABLE TO APPLICANTS	<u>\$3,050,000</u>
TOTAL DENALI COMMISSION FINANCIAL ASSISTANCE AWARD	\$3,800,000

Personal Services

This includes funds for a full time Employment Security Analyst III position, who is directly responsible for administering and overseeing the Denali Training Fund. Personal Services also includes administrative support to the DTF through partial support of several Grants Administrators, an Accounting Technician I, and, an Administrative Clerk. Partial support is also provided to two positions who maintain the Management Information System. Some funds are also budgeted for supervisory oversight of these positions.

Travel

Travel expenses will be for conducting on-site technical assistance and monitoring as well as coordination activities.

Contractual

Contractual includes amounts budgeted for lease space, telephone and telefax, equipment leases, and data processing support for the Employment Security Analyst and other DOL/AWIO staff. Some contractual funds are also budgeted for the production and printing of informational materials, such as an Annual Report and brochures. As required by state statute, some funds are also provided to the Alaska Human Resource Investment Council. Funds are also used to pay for a portion of the state's federal single audit.

Supplies

This includes the cost of general office supplies for both programmatic and administrative activities.

Equipment

This includes funds budgeted for a personal computer, a notebook computer and general office furniture.

Indirect Costs

Indirect costs cover Administrative Services and Employment Security as well as data processing support.

4. Budget and Program Revisions

The Administrative Circular 15 CFR 24 applies to this Award. Please refer to the Administrative Circular for specific details on revisions to this Award. The Administrative Circular requires that DOL will inform the Commission in writing (e-mail, letter, or report) at the earliest possible date of any unanticipated project cost overrun, project schedule delays, or changes in the project scope or changed site conditions.

5. Reporting

Five forms of project reporting are required under this Award, listed below. The first quarterly reporting period is June 2002 through September 2002. Unless otherwise indicated, reports are due within 30 days of the end of the reporting period.

The Commission reserves the right, at a future date, to direct DOL to provide the progress reports in electronic format for posting on the Commission web page.

- a. Quarterly project reporting shall include both a narrative and financial summary. The narrative summary shall include a summary of the project status and accomplishments to date, and address the following questions: is the project on schedule, is the project on budget, and what actions are planned to address any project problems. The project financial status report shall show the following:
 - i. The total project budget
 - ii. The total amount of Denali Commission funds committed to date
 - iii. The total project expenditures as of the end of the most recent quarter
 - iv. The total expenditure of Denali Commission funds for the project as of the end of the most recent quarter
 - v. The percentage of expenditures to the total budget; and
 - vi. A project performance analysis on project line items, as defined by DOL, showing budget costs compared to actual expenditures and obligation to date versus work performed to date (for each line item).
 - vii. A Spreadsheet detailing the number of persons entering training, average amount of funding per person being trained, number of trainees who have completed training to date, number of residents trained for Denali Commission project specific training.
- b. A final Financial Status Report (Standard Form 269 – www.whitehouse.gov/OMB/grants/index.html#forms) shall be submitted to the Commission Project Officer within 90 days after the end of the Award

Performance Period. If the Award Performance Period is longer than one year, or if the Agreement is revised to extend the Award Performance Period beyond one year, the recipient must submit a completed Standard Form 269 annually within 90 days after the end of each anniversary of the award date.

- c. Photographic documentation of project progress shall be provided with the quarterly reports. A minimum of three photos shall be taken during training sessions showing the training participant(s), instructor(s), materials, equipment, tools being used and or other relevant items that are related to the training being conducted. Photos may be provided as photo quality, 3x5 prints with negative for each picture, and/or print quality electronic photos (digital images). A short description of the activity and names of those in the photos shall also be provided.

6. Payments

Payments under this Award will be made through the U.S. Department of Treasury's Automated Standard Application for Payment (ASAP) system. The ASAP system is the Commission's mechanism for requesting and delivering Federal funds to Award recipients. Your organization must be registered with the ASAP program in order to make draw downs. Please contact the Commission's Project Manager or Finance Manager for further information about registering with the ASAP program. Payments will be made in accordance with 15 CFR 24. **No interest will be accrued on these funds.**

7. Award Close Out

- a. The Award closeout must be completed within 90 days of the end of the Award performance period or within 90 days of the completion of the project, whichever is earlier. The project closeout process out includes the submission of both a final narrative report and financial status report. Recipient organizations must also request any remaining funds for expenditures under this award during this 90-day period. Please refer to the Commission guidance for project closeout for additional details on the requirements. This is available by contacting the Commission office or the Project Manager.
- b. Acknowledgement of support: For all construction projects, the Award recipient shall include an acknowledgement of the Government's support for the project(s) developed under this Award. The Award recipient shall display a sign that:
 - i. Has the Denali Commission logo displayed on the upper right-hand quadrant;
 - ii. States the following: "This project was financed by the Denali Commission and its partners (*list the name of the funding partners*)";
 - iii. Shows the logo of each partner in the lower right-hand quadrant.

The cost of this sign shall be paid out of the project funding received by the Award recipient from the Denali Commission. Final approval of signage material and placement of sign must be obtained from the Commission Project Manager.

8. Public Policy Laws and Assurances

Award Recipients are required to comply with the public policy laws and assurances on Standard Forms SF 424b (non-construction projects) or SF 424d (construction projects). This form must also be signed by a certifying official of the organization. Some of the laws are highlighted below for your reference.

To the maximum extent practicable, considering applicable laws, Funding Recipients shall accomplish the project contemplated by the Award using local Alaska firms and labor.

No portion of this award may be used for lobbying or propaganda purposes as prohibited by 18 U.S.C. Section 1913 or Section 607(a) of Public Law 96-74.

Project level environmental reviews in accordance with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) are required for each project undertaken with Denali Commission funds.

9. Project Officers & Contact Information

Denali Commission	State of Alaska Department of Labor and Workforce Development
Krag Johnsen Denali Commission 510 L Street, Suite 410 Anchorage, AK 99501 Phone: (907) 271-1414 Fax (907) 271-1415 Kjohnsen@denali.gov	Gerry Mcdonagh Alaska Workforce Investment Office Employment Security Division Department of Labor and Workforce Development State of Alaska 3301 Eagle Street, Suite 106 Anchorage, AK 99503-4188 Phone: (907) 269-4551 gerry_mcdonagh@labor.state.ak.us

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Commissioner
APPLICANT ORGANIZATION Ark. Dept. of Labor & Workforce Development	DATE SUBMITTED 6/19/02